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Director of Personnel

VIA:

Office of General Counsel

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FROM:

Director of Training and Education

SUBJECT:

Request to Use the Official Seal of the

Central Intelligence Agency on OTE Retirement

Plaques

- l. The Office of Training and Education is developing a Plaque to be given to OTE retirees. The Plaque would serve as a remembrance of the Agency and the individual's career with the Office of Training and Education. OTE believes the Agency Seal will increase the value of the Plaque to the individual and provide a more memorable keepsake.
- 2. In view of the above, it is requested that OTE be given permission to use the Official Seal of the Central Intelligence Agency on OTE retirement Plaques. A mock-up of the proposed Plaque incorporating the Agency Seal is attached for review.

STAT

Attachment:
As stated

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ADMINISTRATIVE INTERNAL USE ONLY

SUBJECT:

Director of Personnel

Request to Use the Official Seal of the

Central Intelligence Agency on OTE Retirement

Plaques

CONCUR:		
		January 16,1986
Office of Ger	ieral Counsel	Date
APPROVAL:		
Director of	Personn#1	1-17-86 Date

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CENTRAL INTELLIGENCE AGENCY

Presented by



The Office of Training and Education



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on the occasion of his retirement, in recognition of outstanding contributions to the Agency training mission.



Director of Training and Education